

## River and Boat Booking

### Basic guidance and ground rules:

1. You MUST still use the white-board for recording outings as they happen.
2. You cannot book more than 7 days in advance.
3. You need to book both a boat and a slot. This effectively means making two bookings per session.
4. If at all possible, please do make an on-line booking for an outing where you turn up on spec at the beginning of the session. This then helps others who might be looking for late availability – if we all take the trouble to do this then we'll all benefit.
5. River slots are limited to 90 minutes. If you want a double session then please book two consecutive slots. Do not book across the normal session boundaries (this shouldn't be possible!)
6. Boat bookings are not time limited but you should obviously align these with the river slots. The reason for not limiting the time is so that you can book boats out for the whole duration of an off-site trip e.g. Regatta or Race. Bookings automatically terminate at the end of day so weekend regattas need three 'day' bookings to cover the period from loading on a Friday right through the weekend.
7. If you're using a web browser rather than a phone app then you'll find the rowing facilities are located to the very far right of the screen. You WILL have to scroll across many columns – if you're using a phone then we strongly suggest you use the ClubSpark Booker app as it will make things much, much easier. Make sure that you select 'View as Rower' at the top of the page and *do familiarise* yourself with the drop-down box which provides an easy short-cut into the river slot and boat columns.
8. As it's basically a tennis court booking system *everything* (boats and slots) appears as a 'court'! Don't be put off by the language!
9. The system *does not* impose any boat *permission rules*. You are still expected to observe the latest Vice Captains' published permissions!
10. The system administrators are able to schedule bookings before the 7-day limit for things like Learn-to-Row courses and river closures.
11. Technical support is available from Jon or Tanya, and we've set-up [booking.support@warwickboatclub.co.uk](mailto:booking.support@warwickboatclub.co.uk) which we'll try to answer ASAP.